

CITY OF PRESCOTT, WISCONSIN
MEETING NOTICE
REGULAR CITY COUNCIL MEETING
MONDAY, MAY 23, 2016 AT 6:30 P.M.
PRESCOTT MUNICIPAL BUILDING, 800 BORNER STREET
PRESCOTT, WI 54021
WEBSITE: PRESCOTTWI.ORG

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENTS – THE CITY COUNCIL WILL RECEIVE PUBLIC COMMENTS ON ANY ISSUE(S) NOT RELATED TO AGENDA ITEMS. LIMITED DISCUSSION BY THE CITY COUNCIL MAY TAKE PLACE, HOWEVER NO ACTION WILL BE TAKEN ON ANY ITEMS. THIS INCLUDES RECEIVING WRITTEN REQUESTS OR DOCUMENTATION AND POSSIBLE ACTION AT A FUTURE COUNCIL MEETING
5. CONSENT AGENDA
 1. MAY 9, 2016 REGULAR CITY COUNCIL MEETING MINUTES
 2. MAY 9, 2016 ORDINANCE COMMITTEE MEETING MINUTES
 3. MAY 17, 2016 PUBLIC WORKS COMMITTEE MEETING MINUTES
6. REPORTS OF STANDING COMMITTEES
 - A. PUBLIC WORKS
 1. REQUEST FROM PRESCOTT SCHOOL DISTRICT FOR REDUCTION IN WATER COSTS FOR WATERING DEXTER STREET FIELDS
 2. BROAD STREET CURB AND SIDEWALK REPLACEMENT IMPROVEMENTS- DESIGN AND CONSTRUCTION ENGINEERING SERVICES
 3. PROFESSIONAL DESIGN ENGINEERING SERVICES FOR HENRY, HAMPSHIRE AND JAMES STREET, STREET & UTILITY IMPROVEMENT PROJECT
 4. UPDATE ON COMPOST SITE
 5. REQUEST FOR 15 MINUTES PARKING STALLS IN DOWNTOWN AREA
 6. UPDATE COUNCIL ON EXPENSES FOR WASTEWATER TREATMENT PLANT
 7. PRELIMINARY DISCUSSIONS ON SEWER RATES
 8. QUIET ZONE FOR RAILROAD CROSSING – SET MEETING OR PHONE CONFERENCE WITH FEDERAL RAILROAD ADMINISTRATION
 - B. PARKS & PUBLIC PROPERTY
 1. SCULPTURE TOUR RECEPTION JUNE 2, 2016 -3:00 P.M. TO 6:00 P.M. AT ORANGE DRAGON
 2. LETTER REGARDING CITY PURCHASING STEAMBOAT INN PROPERTY TO MAKE INTO PARK
 - B. PUBLIC SAFETY
 - C. LICENSE
 - D. ORDINANCE
 - E. PLANNING COMMISSION
 - F. PERSONNEL
 - G. HEALTH & SAFETY
 - H. FINANCE COMMITTEE
 - I. COMMUNICATIONS & NEW BUSINESS
 1. PUBLIC COMMENTS
 2. KICK OFF TO SUMMER JUNE 3RD 5:00 P.M. TO 8:00 P.M. PUBLIC SQUARE
 3. OTHER BUSINESS
 4. ADJOURNMENT

NOTICE

ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS AVAILABLE THROUGH THE REAR PARKING LOT ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES (715-262-5544) IF ASSISTANCE IS NEEDED

MAY 9, 2016 REGULAR CITY COUNCIL MEETING MINUTES

Pursuant to due call and notice thereof, a regular meeting of the Prescott City Council was held on Monday, May 9, 2016 in the Prescott Municipal Building, 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Mayor David Hovel called the meeting to order at 6:30 p.m. Members present were Bill Dravis, Galen Seipel, Joshua Gergen, Jack Hoschette, Rob Daugherty and Maureen Otwell. Public Works Director Hank Zwart and City Administrator Jayne Brand represented staff. Also present Russ Kivienmi of Cedar Corporation, City Engineer.

Pledge of Allegiance was said.

Public Comments: None were given

Daugherty/Gergen motion to approve the consent agenda which included approval of April 25, 2016 regular city council meeting minutes, acceptance of May 2, 2016 plan commission meeting minutes, May 5, 2016 Prescott Industrial and Economic Development meeting minutes, March 17, 2016 Prescott Public Library Board meeting minutes, cash balances, budget year to date, accounts payable, payroll, review of receivables and building inspection report passed without a negative voice vote.

Police Chief Gary Krutke updated the council on activities in the Police Department. The murder case is taking up a lot of time for the Police Department. One Officer and the Police Investigator have been assigned to provide the information needed for the District Attorney. This has caused a hit to the overtime budget for the Police Department. The department has two large burglaries which they are working on also. So far this year there have been 1400 calls answered by the Police Department. They are estimating they could have up to 4000 calls in 2016. The drug related cases are also up. Chief Krutke stated he is working on a part-time eligibility list for the department. Alderperson Hoschette asked about the CIS equipment. Chief Krutke stated it has been working very well. The CIS system put the department in contact with departments all over the state. Alderperson Hoschette also questioned enforcement on motorcycles with straight pipes. Chief Krutke stated he will work with his department on additional enforcement for this issue.

Daugherty/Otwell motion to approve hiring fulltime Police Officer as soon as possible passed without a negative voice vote.

Russ Kivienmi, City Engineer presented to Council the proposed boundary area for the assessor plat. This area will be surveyed to determine where the right of way is for Lake Street. Alderperson Seipel asked why the boundary did not go past the turnaround on Lake Street. It was explained it will go one residence past the turnaround. Alderperson Hoschette asked by the residences to the east will be included and it was explained that all of the property stakes will be found for each parcel so the parcels to the east will also need to have their survey stakes found. **Dravis /Gergen motion to approve proposed boundary area for assessor plat as shown passed without a negative voice vote.**

Gergen/Daugherty motion to approve Resolution 05-16 "Preliminary resolution declaring intent to levy special assessment under police powers pursuant to Sec. 66.0703 Wis. Stats. passed without a negative voice vote.

Meeting set for Public Works Committee for May 17, 2016 at 5:30 p.m.

Meeting set for Parks Committee for May 23, 2016 at 3:00 p.m. including a parks tour.

Daugherty/Seipel motion to approve wage increase for Mayor at \$15 per month and Alderperson at \$10 per month passed unanimously with Otwell and Hoschette abstaining.

Gergen/Otwell motion to approve appointments to committees as David Sterud, Prescott Housing Authority, Kristen Gray, PIE Committee, Mark Jennings, Julie Jilk, Sherri Ptacek to Zoning Board of Appeals, Dallas Eggers, Cable Commission, Lothar Nawrocki, Plan Commission passed without a negative voice vote.

Date was set for June 14, 2016 to meet with City Insurance Attorney for John & Helen Shiely lawsuit.

Hoschette/Gergen motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator

CITY OF PRESCOTT, WISCONSIN
MAY 9, 2016 ORDINANCE COMMITTEE MEETING MINUTES

Pursuant to due call and notice thereof, a meeting of the Ordinance Committee was held Monday, May 9, 2016 at the Municipal Building, 800 Borner St. Prescott, WI 54021

Meeting called to order at 5:30 p.m. Members present were Jack Hoschette, Maureen Otwell and Galen Seipel. Public Works Director/Zoning Administrator Hank Zwart and City Administrator Jayne Brand represented staff.

Otwell/Hoschette motion to approve the minutes for March 7, 2016 passed without a negative voice vote.

The committee discussed ordinances regarding traffic visibility triangles. Ordinance 635-54 regarding traffic visibility triangle describes the boundaries from the intersection of the paved street boundaries at the corner. Chapter 510 describes the intersection of right-of-way lines. City staff is looking for direction which ordinance to use. Kate and Dan Arnal of 404 Orange Street also would like clarification as they have a fence which is supposedly within the vision triangle and is four feet tall. Dan Arnal stated there had been a fence there and he removed it without having a permit for a new fence. If the Zoning Administrator had seen where the fence had been and one of the fence posts had been left the fence could possibly have gone back in the same place. Arnal stated he replaced the fence with a vinyl fence rather than wood and went from three feet to four feet. City Administrator Jayne Brand reminded the committee the ordinance is for all of the city and not just one property. Alderperson Otwell agreed stating if we make exceptions then we might as well not have ordinances. Alderperson Hoschette stated he would be in favor of allowing them to leave the fence. He stated they are making improvements to their property. Zwart reminded the committee they can have a fence in the vision triangle but it could not be taller than 2 ½ feet. Alderperson Seipel stated he believes the ordinance using the paved surface should be used. He feels both ordinances are okay as the ordinance using the right-of-way lines is for trees and street lights and new subdivisions. Ordinance committee left the issue with the ordinances are okay. City staff will measure again using the paved road surface. It was suggested Plan Commission could review the issue.

Ordinance committee reviewed Ordinance 506-11 Snow and ice removal section C. prohibited placement. The committee felt the ordinance explains how the snow should be handled. They would like a letter sent to David Petersen letting him know they reviewed the ordinance and the ordinance will stand.

Hoschette/Otwell motion to remove the word “Commercial” from Article II of Chapter 443 Property maintenance passed without a negative voice vote.

Ordinance committee reviewed property maintenance ordinance from another community and staff was given permission to incorporate some of the language into our current property maintenance ordinance.

Otwell/Hoschette motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator

CITY OF PRESCOTT, WISCONSIN

MAY 17, 2016 PUBLIC WORKS COMMITTEE

Pursuant to due call and notice thereof, a meeting of the Public Works Committee was held Tuesday, May 17, 2016, 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Committee member Joshua Gergen called the meeting to order at 5:30 p.m. Members present were, Bill Dravis and Joshua Gergen. Public Works Director Hank Zwart and City Administration Jayne Brand represented staff. Also present from Cedar Corporation City Engineer Russ Kiviniemi.

Gergen/Dravis motion to approve the minutes for April 18, 2016 passed without a negative voice vote.

Public Works Director Hank Zwart informed the committee they have met with McCabe the general contractor and the subcontract for the landscaping portion of Court Street. The landscaping subcontractor was to send a schedule to the city as when the work would be done. As of today the subcontractor has not contacted the city with a schedule. Greg Adams of Cedar Corporation will follow up with McCabe.

Discussion was held on the compost site. City staff recommendation is to change the hours to Monday and Wednesday 4:00 p.m. to 7:00 p.m. and Saturday 8:00 a.m. to noon starting June 1, 2016. An ad has been put out for an attendant. Have received a couple of applications. It was agreed at this time to allow only Prescott residents except for the few residents who have purchased a pass from Clifton Township. Staff will get the names of those from Clifton who have purchased passes. There was discussion on if passes could be purchased by Clifton and Oak Grove residents. It was also suggested to only allow pickup trucks no flatbed pickup or dump trucks. Staff will be working with the attendant to help identify who are city residents. This item will be looked at over the winter.

Public Works Director Hank Zwart discussed street crack filling. Hank has been attending classes to see if there are new technologies when it comes to street crack filling. Hank said new streets are being saw cut to allow for expansions. Hank said he feels it is in the best interest of the city to keep up the crack filling on the newer streets. Hank has an estimate of \$33,000 for crack filling and flex sealing the streets in the Great River Subdivision and the city hall parking lot. Funds for this project are in the city budget so the committee said to move forward with this project. The committee discussed staying on top of the maintenance and needs to be included in each year's budget.

City Administrator Jayne Brand brought forward a request for a rate reduction for watering the fields on Dexter Street for the seeding which needs to be done. The cost for 1 million gallons of water using the tiered rates would be \$1,077.40. If the lowest rate was used for the full 1 million gallons the cost would be \$840. The committee could not agree on a recommendation but asked that this issue be moved to council.

There has been a request for several 15 minutes parking stalls in the downtown area. St. Croix Liquor requested two 15 minute stall for their business and the ice cream shop is moving to another location on Broad Street and has requested a 15 minutes stall. The Committee discussed there are currently four 15 minutes parking stalls on Broad Street but they are for all of the business patrons to use. It was also discussed how hard it is to enforce 15 minute stalls. It was suggested one should be added by Papa Tronnio if one is not there. The committee would like to move this item onto Council for further discussions.

Russ Kiviniemi of Cedar Corporation presented the estimate for putting colored concrete in the area where the bricks are at on Broad Street. The estimate for colored concrete and also fixing of curb is

\$183,320. The committee talked about using a brown rather than a red concrete. Sometimes the red turns more of a pink color over time. It was also discussed the project would be done so it would be one half of a block at a time. Funding for this would come from fund balance. **Gergen/Davis motion to recommend to council to move forward with the Broad Street sidewalk passed without a negative voice vote.**

Russ Kiviniemi of Cedar Corporation presented estimates for design of Henry, Hampshire and James Streets. It is understood there is a problem with the sewer on James and Hampshire and it needs to be repaired. Staff is recommending the street project be designed and be a 2017 street project because of the sewer issues. The estimate to do design through bid for all three streets is \$37,500. All three streets need to be designed together and should be done as one project. Funding for this would need to come out of fund balance. **Gergen/Dravis motion to recommend to council to move forward with the design of Henry, Hampshire and James Street passed without a negative voice vote.**

The committee would like to see if someone from the Federal Railroad Administration to discuss quiet zones further. City staff will contact them to set a meeting or phone conference.

Other Business: Boat launch panels were put in place as of today. There had been delays due to high water. Riprap should be in place tomorrow.

Meter installation started on Monday, May 16th. Have found on residence where the curb stop is under concrete. City ordinances require the city to find the curb stop but any costs associated with this will be billed back to the owner of the property.

StageCoach is willing to work with the city on water main loop. A title search has been ordered for three of the properties in the area to see if there is an easement already in that area.

Wastewater treatment plant was discussed. The committee was informed we need to look at rates to see if there are any increases needed to meet current needs or updates for the existing plant. There are questions whether the city should start putting aside funds for updates. This item will be moved forward to the council for preliminary discussions.

Gergen/Dravis motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator

Jayne Brand

From: Mike Hoikka <hoikkam@prescott.k12.wi.us>
Sent: Wednesday, May 04, 2016 11:22 AM
To: Jayne Brand
Cc: Rick Spicuzza; Hank Zwart
Subject: Re: irrigation

Jayne & Hank

Estimate of water usage for Dexter Field.

1/2" of water per week is required, either by rainfall or irrigation.

If we need to supply 50% of the moisture, the gallons or cubic foot of water would be 13,577 gallons or 1815 cu. ft for 1/2" per acre. (per time)

13 acres X 13,577=176501 gal x number of cycles

13 acres x 1815= 23595 cu ft x number of cycles

June x2-July x2-August x2 -Sept. x 1 = 7 number of cycles

Estimates per season 1,235,507 gallons or 165,165 cuft

What is the cost for water? either gallon or cubic foot

Mike Hoikka
Buildings and Grounds Supervisor
Prescott School District
715-531-8984

----- Original message -----

From: Jayne Brand <jbrand@prescottcity.org>

Sent: 2016-05-03 9:53 AM

To: "hoikkam@prescott.k12.wi.us" <hoikkam@prescott.k12.wi.us>

Subject: irrigation

Mike,

Dr. Spicuzza was in and talked to Hank and I about irrigation on the new fields. In order for us to make a recommendation to Council we need a little more information. What we are looking for is possible number of gallons which will be used for irrigation. I know this will probably be tough to estimate because there are so many variables but any information you can provide would be great.

Please let me (Hank) know if you have questions.

A	
1	Projected Water Costs for Dexter Street Fields
2	
3	$60,000 \times 1.85/1,000 \text{ gallons} = \111.00
4	$340,000 \times 1.36/1,000 \text{ gallons} = \$ 462.40$
5	$835,000 \times .84/1,000 \text{ gallons} = \701.40
6	
7	Total Cost of 1,235,000 = \$1,274.80
8	
9	$1,235,000 \times .84/1,000 \text{ gallons} = \$1,037.40$



May 16, 2016

Jayne Brand, City Administrator
City of Prescott
800 Borer Street
Prescott, WI 54021

RE: Professional Civil Engineering Services Proposal
Broad Street Curb and Sidewalk Replacement Improvements
City of Prescott, WI

Dear Jayne & City Council:

Cedar Corporation is pleased to submit this proposal to provide professional civil design and construction engineering services for proposed Broad Street Curb and Sidewalk Replacement Improvements.

SCOPE OF PROJECT: We understand that the project will consist of providing professional civil design and construction engineering services for proposed Broad Street, from Cherry Street to Kinnickinnic Street; Curb and Sidewalk Replacement Improvements including city staff/council/committee/property owner meetings, design plan and details, specifications and bidding documents, bidding services, attend public bid opening, bid tabulation results and recommend bid award, pre-construction meeting, construction administration and coordination, periodic construction observation visits, review and recommend construction payment application requests, construction contract punch list coordination and close out.

SCOPE OF SERVICES: Cedar Corporation (hereinafter called "Engineer") proposes to render professional civil design and construction engineering services for City of Prescott (hereinafter called "Client") including the above mentioned scope of project items listed for proposed Broad Street Curb and Sidewalk Replacement Improvements from Cherry Street to Kinnickinnic Street, City of Prescott, WI (hereinafter called "Project").

CLIENT SUPPLIED INFORMATION: The Client will provide the Engineer with available maps, street, sidewalk, curb, and utility plans within the area, any known site environmental issues and concerns and Project design review input and comments.

DESIGN TIMELINE: The Engineer's services shall be performed as expeditiously as is consistent with the orderly progress of the Project and completed pursuant to the Client's determined timeline after written authorization to proceed is received from the Client, barring circumstances beyond the Engineer's control that force a delay. In such instance, the Engineer will inform the Client of the cause of the delay. It is the Engineer's understanding that the Client desires this project to be completed in 2016 construction season.

COMPENSATION: The Client agrees to pay the Engineer a Lump Sum "No to Exceed" fee in amount of \$8,350 as outlined below for professional civil design and construction engineering services which

**PRELIMINARY OPINION OF PROBABLE COST
BROAD ST (CHERRY ST TO KINNICKINNIC ST)
CITY OF PRESCOTT**

CEDAR CORPORATION
JOB #:
DATE: 9/25/15
ESTIMATE PREPARED BY: GRA



4' WIDE BOULEVARD - COLORED CONCRETE

*APPROX. 5,200 SF OF COLORED CONCRETE IN THE 4' WIDE BOULEVARD
DOES NOT INCLUDE THE PEDESTRIAN BUMPOUT AREAS*

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
REMOVE EXG PAVERS	S.F.	5200	\$1.00	\$5,200.00
PREPARE GRANULAR BASE	S.F.	5200	\$1.50	\$7,800.00
4" COLORED CONCRETE SIDEWALK	S.F.	5200	\$10.00	\$52,000.00
SUBTOTAL				\$65,000.00
CONTINGENCY (5%)				\$3,250.00
ENGINEERING (5%)				\$3,250.00
TOTAL 4' WIDE COLORED CONCRETE BOULEVARD				\$71,500.00

PEDESTRIAN BUMPOUT - COLORED CONCRETE SIDEWALK

APPROX. 5,000 SF OF COLORED CONCRETE IN THE PEDESTRIAN BUMPOUT AREAS

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
REMOVE EXG PAVERS	S.F.	5000	\$1.00	\$5,000.00
PREPARE GRANULAR BASE	S.F.	5000	\$1.50	\$7,500.00
4" COLORED CONCRETE SIDEWALK	S.F.	5000	\$10.00	\$50,000.00
DETECTABLE WARNING FIELD	EA.	8	\$500.00	\$4,000.00
SAWCUTTING	L.F.	100	\$3.00	\$300.00
SPOT CURB REMOVAL	L.F.	250	\$5.00	\$1,250.00
SPOT CURB REPLACEMENT	L.F.	250	\$30.00	\$7,500.00
RE-SET EXG STORM INLET	EA.	2	\$500.00	\$1,000.00
SIDEWALK REMOVAL	S.F.	500	\$4.00	\$2,000.00
4" STANDARD CONCRETE SIDEWALK	S.F.	500	\$6.00	\$3,000.00
DETECTABLE WARNING FIELD	EA.	8	\$500.00	\$4,000.00
SUBTOTAL				\$85,550.00
CONTINGENCY (5%)				\$4,280.00
ENGINEERING (5%)				\$4,280.00
TOTAL PEDESTRIAN BUMPOUT - COLORED CONCRETE SIDEWALK				\$94,110.00

SPOT CURB REPLACEMENT AND STANDARD SIDEWALK REPLACEMENT

INCLUDES MISC. REPLACEMENT OF BAD CURB AND SIDEWALK ALONG THE PROJECT LIMITS

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
SAWCUTTING	L.F.	600	\$3.00	\$1,800.00
SPOT CURB REMOVAL	L.F.	250	\$5.00	\$1,250.00
SPOT CURB REPLACEMENT	L.F.	250	\$30.00	\$7,500.00
RE-SET EXG STORM INLET	EA.	2	\$500.00	\$1,000.00
SIDEWALK REMOVAL	S.F.	500	\$4.00	\$2,000.00
4" STANDARD CONCRETE SIDEWALK	S.F.	500	\$6.00	\$3,000.00
SUBTOTAL				\$16,550.00
CONTINGENCY (5%)				\$830.00
ENGINEERING (5%)				\$830.00
TOTAL SPOT CURB AND STANDARD SIDEWALK REPLACEMENT				\$18,210.00

TOTAL OPINION OF PROBABLE PROJECT COST	\$183,820.00
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May 16, 2016

Jayne Brand, City Administrator
City of Prescott
800 Borner Street
Prescott, WI 54021

RE: Professional Design Engineering Services Proposal
Henry Street, Hampshire Street, James Street - Street & Utility Improvement Project
City of Prescott, WI

Dear Jayne & City Council:

Cedar Corporation is pleased to submit this proposal to provide professional design engineering services related to Henry Street, Hampshire Street, James Street - Street and Utility Improvement Projects for construction in year 2017, City of Prescott, Wisconsin.

SCOPE OF PROJECT: The City of Prescott is requesting professional design engineering services including field topographic and data collection survey, base map, design, public information meetings, preliminary special assessment report, staff/committee/council meetings, cost estimates, permitting, specifications and bid documents, for Henry Street, Hampshire Street, James Street - Street and Utility Improvement Projects for construction in year 2017 including the following requirements:

CONSTRUCTION YEAR 2017 STREET AND UTILITY PROJECTS – 1,050 TOTAL Lineal Feet

- Henry Street – Pearl Street to Hampshire Street - 420 Lineal Feet
- Hampshire Street – James Street to Henry Street – 275 Lineal Feet
- James Street – Pearl Street to Hampshire Street – 350 Lineal Feet

SCOPE OF SERVICES: Cedar Corporation (hereinafter called “Engineer”) proposes to render professional design engineering City of Prescott (hereinafter called “Client”) with respect to the above Scope of Project related to the design for Henry Street, Hampshire Street, James Street - Street and Utility Improvement Project for construction in year 2017, City of Prescott, Wisconsin (hereinafter called “Project”). The Engineer will provide required professional services during the course of the Project as follows:

Surveying:

- Perform all field topographic and data collection surveying, and prepare base map in accordance with standard surveying practices, to the extent necessary to complete the engineering design of the Project described above; including accurately reflect current conditions for all street and utility installations that may influence the Project design and construction. Surveying services does not include any land survey for establishing or mapping any property, property lines, easements, streets and highway rights-of-way.

Preliminary Design:

- Attend initial kickoff meeting with city staff and city officials to discuss overall Project goals and to finalize the Project work plan and schedule.

- Preparation of preliminary plans showing general alignment and profile of roads and appropriate sized utilities to fit within existing roadway areas.
- Review all governing agency permit requirements.
- Meet with city staff, committee & council to review preliminary designs.
- Incorporation and refinement of any necessary or suggested changes in the preliminary design.
- Coordinate and present at Public Information Meeting/Open House
- Attend all required city staff, committee, council and other governing agency meetings.

Final Design, Plans, Specifications, Bidding Documents, Permits:

- Preparation of final design documents, including preliminary special assessment report; analysis calculations, reports, street and utility plan and profile sheets, typical street sections, street cross-sections, construction detail sheets, erosion control plans, grading and restoration plans, traffic control plans, construction specifications and bidding documents, and opinion of probable costs.
- Preparation and submittal of necessary regulatory permit request application forms to the Wisconsin Department of Natural Resources for respective water main and sanitary sewer extensions, storm water management and construction erosion control Notice of Intent to Discharge Storm Water from Construction Site (NOD).
- Submittal of 90% completed plans and specifications for review by the Client.
- Updated cost estimates at the 90% complete stage.
- Incorporation of all comments received and prepare 100% completed plans and specifications.
- Coordinate and present at Public Information Meeting/Open House, Public Hearing for Preliminary Special Assessment Report.
- Attend all required city staff, committee, council and other governing agency meetings.

Bidding: Bidding services are not being provided at this time with proposed design engineering services scope of work.

Construction Engineering Services: Construction engineering services are not being provided at this time with proposed design engineering services scope of work.

COMPENSATION: The Client agrees to pay the Engineer a Lump Sum "Not to Exceed" fee for professional design engineering services for the Project in the amount listed below pursuant to the proposed services listed in the above Scope of Services. Any additional work not included in the Scope of Services will be invoiced to the Client on a time and material basis. The Engineer will provide the Client a written quote for any additional work at the Client's request. The Client will be responsible for all applicable governing agency fees including but not limited to permit, review, application, recording, etc., fees.

CONSTRUCTION YEAR 2017 STREET AND UTILITY PROJECTS – 1,050 TOTAL Lineal Feet

Estimated Construction Cost	\$461,000
Design Engineering Fee:	
Field Topographic & Data Collection Surveying & Base Map	\$3,500
Soil Borings & Geotechnical Engineer Report	\$4,500

Design Engineering	\$29,500
Bidding - Not Included At This Time	\$0
Construction Engineering – Not Included At This Time	\$0
Total Design Engineering Lump Sum “Not to Exceed” Fee	\$37,500

CLIENT SUPPLIED INFORMATION: The Client will provide the Engineer with available copies of construction record plans for existing water system, sanitary sewer system, storm sewer system, water and sanitary sewer service lines, city utility systems maps, assessor property owner maps and parcel information, right-of-way maps, known site environmental issues and concerns, boundary survey/certified survey/plat maps, Project review input and comments, etc. for the Project.

DESIGN TIMELINE: The Engineer’s services shall be performed as expeditiously as is consistent with the orderly progress of the Project. The Engineer shall make every effort to complete the work within the time frame set by the Client. The Cedar Corporation team has the capacity and availability to commence work immediately. The following is the Engineer’s proposed timeline for the construction year 2017 Project:

CONSTRUCTION YEAR 2017 STREET AND UTILITY PROJECTS – 1,050 Lineal Feet

TASK	COMPLETION DATE
City of Prescott Notice to Proceed	May 23, 2016
Field Topographic & Data Collection Survey & Base Map	June 30, 2016
Preliminary Design Engineering	July 29, 2016
Public Hearing Special Assessment Report/Public Information Meeting	August 22, 2016
Design Engineering	September 23, 2016
Permits	October 2016
Specifications/Bid Documents	October 2016
Advertisement for Bids	November 2016
Bid Opening at City Hall	December 2016
City Council Bid Award	January 2017
Notice of Award & Contract Documents	February 2017
Notice to Proceed & Pre-Construction Conference	April 2017
Commence Construction (Pending Permits)	April 2017
Substantial Complete Construction	July 2017
Final Complete Construction	August 2017

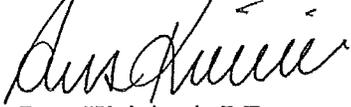
SERVICES NOT PROVIDED AS PART OF THIS PROPOSAL: Archaeological studies and investigations, environmental studies and assessments, environmental investigations, bidding services, construction engineering services (construction observation, construction management and coordination, construction staking and layout, construction record drawings, etc.), boundary survey, certified survey map, subdivision plat map, easement documents, title search, land acquisition, street and highway right-of-way map, field locating and marking of existing underground utility systems, industrial site WPDES storm water discharge permit, governing agency permit fees, ecological studies and investigations, flood plain studies and determination, traffic impact analysis and report, WIDOT Trans 233 permits and approval request, re-staking and layout due to weather related damages/contractor negligence/vandalism, and historical site studies and investigations are not included as part of this proposal.

PAYMENT POLICY: Client agrees to pay Engineer the amount shown on invoices presented to the Client for services rendered on a monthly basis. All invoices are due within 30 days of receipt.

AGREEMENT: If these terms, as stated above, are understood and agreeable, please sign both copies of this proposal and return one to our office by mail, email or fax.

Sincerely,

CEDAR CORPORATION



Russ Kiviniemi, P.E.
Director Civil Group – Menomonie Office

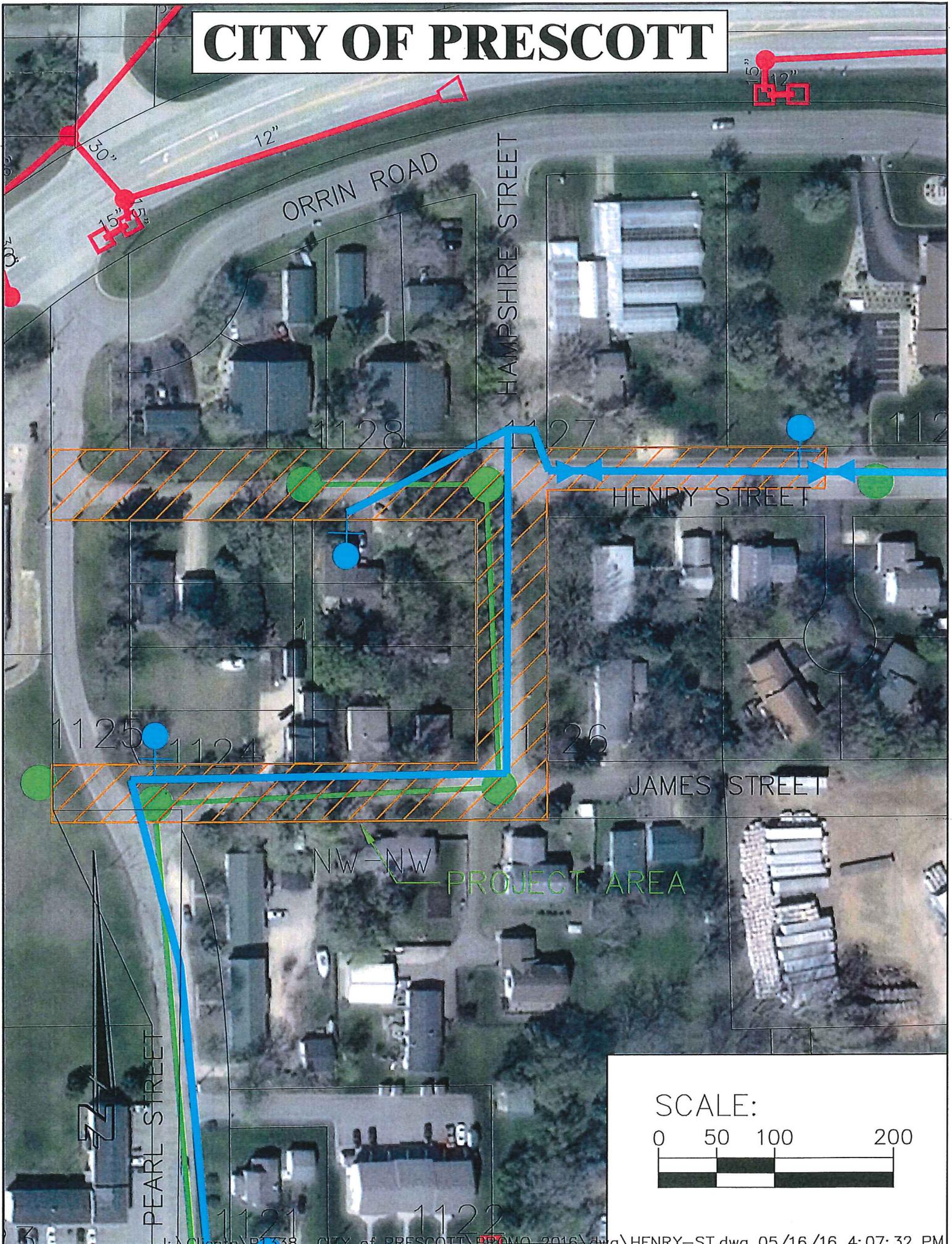
Greg Adams, P.E.
Senior Engineer/Project Manager

Accepted this _____ day of _____, 2016

By: _____
Mayor David Hovel

Jayne Brand, City Administrator

CITY OF PRESCOTT



TOWN OF CLIFTON
N7401 1195th Street
River Falls, Wisconsin 54022

May 9, 2016

Honorable Mayor David Hovel
City Administrator - Jayne Brandt
800 Borner Street
Prescott, Wisconsin 54022

Dear Mayor Hovel and Jayne Brandt,

Re: Prescott Waste Site

When I became Treasurer of the Town of Clifton, I was told either by Joe Rohl or Jayne that Clifton residents were able to use the Prescott waste site for a fee. The fee was \$15, Thirteen dollars I was to send to Prescott, I was to maintain \$2.00

I've looked up my records for all those years and here is what I have found.

2006 - \$36 in June check no 1227
2007 - \$72 in November - received
2008 None
2009 None
2013 - \$93 - received \$78 9/12/13
2016 - \$130 - received 5/9/16

Under separate cover, I sent you the annual letter that I post every year with the option of Clifton residents using the Prescott waste site. When the residents send me a check for \$15, I send them a permit. I left a sample at the city hall for you.

This year, because Clifton's residents regard this program as a real positive, I received 10 requests. These are the residents that have requested them: Dave Pattridge, Lorraine Kohler, Debra Day, Zona Gustavson, Susan Fox, Peg Jacques,

James Packard, Pat Reuter, Dianna Peters, Richard Zyduck. And John Tillman I still owe you.

I feel that we have honorably held up our part of the program. And when you hire the attendant, since these people have already paid, they should be able to use the site this year. Hopefully, this issue can be resolved for the future.

Sincerely,

Judy Clement-Lee
Clerk/Treasurer
Town of Clifton



Date: May 20, 2016

To: Prescott City Council & Mayor

From: Vanessa Norby, Finance Director

Re: Available Funding for Sewer R.A.S. Pumps Repair & Replacement

Two of the RAS pumps are in need of complete replacement and two are in need of repair. The estimated cost for the two replacements totals \$17,975. The Waste Water Treatment Plant Equipment Replacement Fund (WWTPERF) has \$9,251 available to put towards the cost leaving approximately \$8,724 to come from Sewer reserve funds. The repairs for the other two pumps will total approximately \$7,940. The WWTPERF has \$6,652 available for this repair. The remaining \$1,288 will come from Sewer reserves.

The new RAS pump replacements of \$17,975 will be added to the replacement fund and saved for over 20 years in the amount of \$898.75 per year beginning in 2017. The repairs will be saved for over 10 years in the amount of \$794 per year.

QUALITY FLOW SYSTEMS, INC.

800 6th Street NW
New Prague, MN 56071

Phone (952)758-9445
Fax (952)758-9661

May 18, 2016

TO: Prescott, WI
Attn: Dennis Eaton

Subject: KSB Replacement Pumps

RAS

Dennis;

Please find below our proposal for two new KSB KRT E 80-251/46XKG-DV dry pit/submersible pumps to replace your Fairbanks Morse pumps at the treatment plant.

KSB Replacement Pumps:

Two (2) KSB KRT E 80-251/46XKG-DV 460V 1160 RPM 6.5HP Pumps to Include:

- 30' Of power and sensor cable
- Over-temp/ Seal fail built into pump
- Pump safe modules for panel
- Double mechanical seals
- 4 Inch suction elbows with foot
- 3 Inch solids passing capability

Two (2) **Stainless Steel Lifting Handles**
One (1) **Miscellaneous Piping/Supplies**
One (1) **Installation/Labor**

Total Delivered Selling Price -- \$17,975.00 (+ tax)
(Freight to jobsite included)

If you have questions or require this to be quoted different, please give me a call.

Sincerely,

John Tacheny
John Tacheny

1995 RASWAS Pumps (4) -
2011 RAS Pumps bearings & seals replacemnt
2012 RAS Pumps bearings & seals replacemnt
2014 #3 RAS Pump replace volute
2014 Motor for RAS Pump

18,502
4,571
4,991
5,748
826

original estimate \$250,000
} actually spent

2016 Budget/Cash Flow

	2016 Budget	Conservative
Revenue	\$ 812,270	\$ 800,000
Expenses	\$ (666,962)	\$ (675,000)
Depreciation	\$ 187,000	\$ 187,000
ERF	\$ (50,571)	\$ (60,000)
Available	\$ 281,737	\$ 252,000
Less Current Principal	\$ (15,000)	\$ (15,000)
Available	\$ 266,737	\$ 237,000

2016

Sewer Vac payoff	\$ (74,172)
Replace Lift station pur	\$ (9,575)
ERF lift station contrib	\$ 6,216
misc. capital	\$ (5,130)
South Lift station repla	\$ (103,346)
S. Lift ERF contribution	\$ 24,085
2016 Available	\$ 104,815

2016 Interest Expense Budget: \$6,812

Jayne Brand

Subject: FW: City of Prescott Quiet Zone

From: Domres, Thomas (FRA) [<mailto:thomas.domres@dot.gov>]

Sent: Thursday, April 28, 2016 10:42 AM

To: Jayne Brand

Subject: RE: City of Prescott Quiet Zone

Good morning, Jayne.

I wanted to get back to you about a meeting with the City. I am available to meet with the City about the potential Quiet Zone; however, I would caution that the FRA has limited resources and cannot attend several meetings on this project.

Do you have a date in mind for this meeting and a rough agenda for it? I would recommend that the City review the minutes from the diagnostic meeting held a few years ago with WISDOT, FRA, BNSF and others in attendance. That would probably serve as a good starting point for the discussion.

Thank you,

Tom

Tom Domres
Regional Crossing and Trespasser Manager
Federal Railroad Administration

(312) 877-2866
thomas.domres@dot.gov

Jayne Brand

Subject: FW: A New Park for Prescott

An Open Letter to Prescott Leaders and Residents
May 12th, 2016

Imagine a visitor from the metro driving into Prescott experiencing the spectacular azure blue lake St Croix on the left and the quaint town ahead. Immediately that person sees a park where people of all ages gather along the river. Eagles soar above; blue herons fish the shore, while trumpeter swans trail cygnets in the water. The new Prescott Riverwalk is welcoming along its length from the marina on the south, along Eagles Point, under the lift bridge and over to the band stand on the old Steamboat Inn site. People stroll the paths, shop for art, and eat lunch on Main Street. The new motel is an excuse to stay the night and perhaps take a boat ride or swim at the beach.

Ten years ago several residents formed a committee and against long odds built the Great River Road Visitor and Learning Center. This group raised money and fought controversy and now Freedom Park is the Gem of Prescott. Families hold reunions there bringing tourist dollars to our community—in 10 years, approximately 148,000 tourists have visited the Center, travelling from 50 states and 53 foreign countries.

We, the signers below, believe that the Steamboat Inn site should be purchased by the City of Prescott and turned into a park—part of the Prescott Riverwalk plan—and part of the art and nature tourism resurgence the confluence area is experiencing.

Hastings—our confluence partner across the river—has just completed their riverfront renaissance. Like other river communities blessed with natural beauty such as Stillwater, Hudson and Red Wing, leaders have learned that tourism and art can bring in needed dollars for the community.

**FURTHERMORE, AS A GENERATIONAL AND LOYAL SUPPORTIVE GROUP OF THE CITY OF PRESCOTT, WE STRONGLY FEEL THAT IT IS IN THE BEST INTEREST OF OUR COMMUNITIES' FUTURE, TO SHARE OUR MOST IMPORTANT ASSET WITH ALL OF THE TAXPAYING RESIDENCE AND TOURIST, NOT TO INHIBIT THE VIEW WITH OBSTRUCTIVE TALL BUILDINGS. HAVE YOU EVER DRIVEN ONTO THE SITE? THE VIEW IS NO LESS THAN BREATHTAKING. BEST VIEW IN TOWN!
WHAT AN AWESOME SPOT FOR A BANDSHELL!**

Of course the property could be used—as currently proposed—as a building site for condominiums. Prospective tax income can tempt City leaders into allowing this kind of development. However, traffic and parking problems cost money and block access to the river preventing residents from fully enjoying the BEAUTIFUL riverfront. Condominium development is not the best long term solution for City income needs.

We—the undersigned—are asking the City to create a committee to seriously and in detail review the possibility of adding this park to our riverfront. We also ask that neither permanent decisions be made nor permits be issued until the park plan can be completely evaluated. One additional point; if the City could level some of the debris and soil, residents will volunteer to seed and beautify the lot until a permanent decision can be made.

Thank you for considering our proposal.

Sincerely,

Sally West, Charlotte Vick, Tom Blanck, Linda Bjorklund, Beard and Diane Webster, Genny and Bill Taevs, Char Magee, Coni Gray, Pastor Matt and Pastor Sue
Ken Roen. Deanna Roen, Janet Cleary, Franz Altpeter, Karen Altpeter, Dennis Donath, Daryl Donath, Charles Wolfe, Mary Wolfe, Mary Beth Schuller, David Schuller